

Travel Checklist

Retain for your records only. Do not forward to DTS

Traveler's Name:	
Employee ID:	
Conference/Bus Travel Name:	
Dates of Travel:	Start:
	End:
Destination:	
Type of Travel:	

Type of Traveler:	
Business Purpose:	
Cost Center/Chartfield:	
Request Cash Advance(CA)	

If you are requesting a CA/Travel Authorization Card (TAC) complete a Travel Advance Request (TAR) and submit to DTS 10 business days prior to trip departure date for approval.

To Do			Date Completed	Comments
1. Create Interim Form: Travel Authorization (TA)				GSA rates (per diem): Lodging: Meals:
Interim Form for TA Approved (RSC approvals required for grant funds)				
2. Create TA in PeopleSoft (Change default Accounting Detail). (Use TAF for unauthorized travel or to correct previous TAs)				TA #:
3. Procure	Amount	Procurement Method		Airfare Procurement Methods: Concur, CTP Full Service, and Anthony Travel Full Service (Traveler date of birth and full name must match State ID/Passport). Authorized agency Car Rental, Lodging, and Registration: CLIBA, Procard, TAC, Cash Advance, and Employee.
Airfare				
Transportation				
Lodging				
Registration				
Facilitate Tax Exempt Forms to Traveler (if applicable)				
Motor Vehicle Tax Rental Exemption Certificate				
Texas Hotel Occupancy Tax Exemption Certificate				
4. Collect all required receipts from traveler (i.e.: car rental, fuel, taxi, parking, hotel, and any other incidentals).				
5. Create Expense Report or Non-PO Voucher in PeopleSoft. (NOTE: Must associate or link Expense Report to TA in PeopleSoft or to CA if applicable.)				Exp Rpt or Voucher ID:
				Associated to TA or CA:
6. Create Travel Reimbursement Settlement (TRS) form. Include meal per diem if applicable. Partial per diem for first and last day for <i>domestic</i> travel. Travelers must settle travel related expenses within 30 days after returning from travel.				
7. Submit signed TRS and all documentation (including original receipts) to DTS.				
8. PeopleSoft Expense Report or Non-PO Voucher approval E-mail received?				
9. Verify in PeopleSoft to ensure TA has been closed and expense has been paid. Contact DTS regarding open TAs or expenses.				